

**AUTHORIZE A NEW AGREEMENT WITH EQUAL OPPORTUNITY SCHOOLS FOR ESTABLISHING  
EQUITY IN ADVANCE PLACEMENT AND INTERNATIONAL BACCALAUREATE COURSE  
SELECTION**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize a new agreement with Equal Opportunity Schools to provide services to establish equity in AP/IB course selection at an estimated cost of \$235,200 for a twelve (12) month term. Vendor was selected on a non-competitive basis. This item was presented to the Single/Sole Source Committee on June 12, 2019 and approved by the Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on June 12, 2019, found here: [cps.edu/procurement](http://cps.edu/procurement). The item will remain on the Procurement website until the July 24, 2019 Board Meeting. This process complies with the independent consultant's recommendations for sole source procurements and the Board's "Single/Sole Source Committee Charter." A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator :     Wright, Mr. Thaddeus / 773-553-2280

**VENDOR:**

- 1)     Vendor # 18678  
       EQUAL OPPORTUNITY SCHOOLS  
       130 NICKERSON ST #200  
       SEATTLE, WA 98109

Eddie Lincoln  
206 547-1167

Ownership: Not for Profit

**USER INFORMATION :**

Project  
Manager:     10845 - Magnet, Gifted and IB Programs  
  
                 42 West Madison Street  
  
                 Chicago, IL 60602  
  
                 Nash, Miss Veronica  
  
                 773-535-5100

**TERM:**

The term of this agreement shall commence on August 1, 2019 and shall end July 31, 2020.

**EARLY TERMINATION RIGHT:**

The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

Vendor will:

During the Term of the Agreement, Vendor will do the following:

- a. Provide resources and expertise on the impact and feasibility of closing the AP/IB participation gaps by drawing on Vendor's own data and experience, as well as third party research;
- b. Conduct comprehensive analyses of student academic records and survey results in order to develop detailed findings about the size and causes of AP/IB participation gaps;
- c. Use deep analysis, best practices, and local leadership context to make recommendations for closing such gaps;
- d. Support Access Opportunity (AO) and Extending Equity (EE) schools developing the following: (1) missing student outreach and recruitment plans; (2) missing student academic support plans; and (3) AP/IB teacher professional development/support plans;
- e. Assist in developing metrics, evaluation standards and an annual AP/IB reporting framework to the Board aligned with CEdO's high school strategy;
- f. Provide four (4) Equity Leader Lab (ELLab) sessions for (EE) Schools

Vendor will provide one District Partnership Director (PD) to AO Schools. The PD will visit each of the six schools in-person at least five (5) times from September to May for approximately two (2) hours per school per visit. The meetings will be scheduled in advance by the PD in conjunction with the district lead and site lead. Meeting outcomes will be determined by each individual school and the PD. During the off months, the PD will provide bi-monthly webinars or monthly conference calls with the schools. The PD will provide meeting notes and next steps to each school within forty-eight (48) hours of each of these meetings.

In addition, the PD will provide support to the six EE schools. When receiving these services, EE Schools will continue to have access to the EOS portal and suite of tools to identify students for AP/IB courses. Leadership from EE schools will also attend four (4) ELLabs sessions.

The PD or Manager assigned to the District will serve as a dedicated, strategic thought partner and project manager throughout implementation, and will monitor and track progress during and in-between in-person visits over the course of the year. Additional EOS staff supporting the District may include Regional Partnership Directors, Partnership Analysts and Data Support Analysts.

Vendor will also hold monthly meetings between the PD and CPS leadership will occur one (1) hour per month (two hours max per month) from September 2019 through June 2020 via Google Hangouts or in person while the PD is visiting schools. The PD will be responsible for the cadence of the meetings.

**DELIVERABLES:**

Vendor will provide the Board with a PD who will be assigned to work with a total of (12) schools throughout the school year: six (6) AO schools and six (6) EE schools. Vendor will also provide the Board reports that analyze student and staff surveys whose results will be used by schools to support programming. Vendor will provide four (4) reports throughout the year (Equity Gap Charts, Equity Pathway Reports, Support Report and End of the Year Report) along with Access Opportunity, Experience Success, and Extend Equity milestone marker comparisons for each of the 12 participating high schools. Vendor will provide access to online tools found in the EOS portal as well as:

- a. Student Survey, Staff Survey and Staff Recommendations

1. Vendor will provide a Fall student survey and staff survey and collect student and staff recommendations. These surveys and recommendations will serve as two (2) seminal data collection tools and are needed to create most of Vendor's products including outreach and recruitment lists,

Student Insight cards, Equity Pathways reports and Support Reports.

2. Vendor will remotely manage online survey administration by providing a series of district and school level updates on rates of survey completion and helping schools troubleshoot technical problems. Survey data will be incorporated into the Student Insight Cards and Student Lists tools.

b. Vendor AP/IB Student Experience Survey and Report

1. The Student Experience Survey and Report provides a year-end portrait of the quality of student experiences in AP/IB classes in each school. As AP/IB students complete their coursework, understanding their experience will assist each school in sustainability planning for the following school year's equity goal. The analysis provides strength areas and recommendations to improve the AP/IB experience. EOS will remotely manage the AP/IB experience surveys, and provide analysis and recommendations based on the results.

c. Student Insight Cards (SIC)

1. SICs are student level profiles that visually provide key insights into student interest, motivation, academic and performance assets, barriers, and staff advocates

d. Outreach Lists

1. Outreach Lists, lists containing underrepresented students, will be provided for all 10th and 11th grade students at the 12 high schools receiving EOS services. An additional Outreach List or 9th grade students will be available upon request. The Outreach Lists will contain students identified through EOS proprietary model and indicates whether each student could benefit from and succeed in AP/IB coursework at their specific schools by using student and school level characteristics. These lists can be used for planning student outreach and recruitment.

e. Outreach and Enrollment Tracker

1. The Outreach and Enrollment Tracker allows schools to execute against and track outreach activities that lead to equitable enrollment. Outreach data entered into the portal is analyzed in partnership with course request enrollment data to highlight outreach trends that impact equity.

f. Course Registration Enrollment Updates

1. Vendor will provide course request and course registration updates periodically but at least every two weeks starting in Semester II. These updates will be of student course requests and registrations that are based on individual schools completing course requests in the district student information system called ASPEN.

g. Evaluation tools

1. Vendor will provide a variety of evaluation tools to all EOS high schools including: (a) Data visuals of schools AP/IB access reality compared to access for the previous school year; (b) Gaps Charts showing enrollment for 11th/12th graders by race & segment; and (c) Equity Bars capturing the rate at which underrepresented students enroll in AP/IB relative to benchmark students.

h. AP/IB Exam Analysis

1. Vendor will analyze and present corresponding data visuals to district and school level EOS partners that compare AP/IB exam passing performance to prior year passing performance (as measured by number of students passing AP/IB exams and AP/IB pass rates) and how each pertain within and among all groups.

i. On-Site School Meetings 1. Vendor will conduct on campus meetings a minimum of five (5) times and a maximum of seven (7) times per year with AO and EE schools to support schools with outreach and support plans, policies and practices analysis, pathways reports, etc.

j. Off-Site School Meetings

1. Vendor will conduct online school meetings at least four (4) times during months in lieu of on campus/in person meetings for the purpose of supporting schools with their outreach and support plans, policies and practices analysis, pathways reports, etc.

k. ELLabs Sessions for EE Schools

1. Four (4) ELLabs sessions will be held for EE Schools leadership. This may include administrators, counselors and teachers--those who will have the most impact on sustainability of AP and/or IB programs on the respective campuses.

**OUTCOMES:**

Vendor's services will result in an increase number of students being identified for AP/IB course work, as well as an increased percentage of underrepresented students enrolling in and having access to rigorous

AP/IB course work at all twelve (12) participating high schools. The access gaps to these courses at AO and EE schools will also be reduced. Under this Agreement, EE Schools will also have the same tools available to them from Vendor as AO schools, but these schools will also be able to establish school level practices and procedures that will allow for continued equitable access and success in AP and IB programs. School teams will be able to effectively access Vendor online tools and resources to:

- Identify participation gaps and Missing Students;
- Suggest a root cause behind the demographic participation gaps and a theory of action to address them;
- Develop school-specific plans to connect Missing Students to AP and/or IB programs;
- Evaluate the effectiveness of those plans at closing the participation gapse. ELLabs participants will be able to effectively use Vendor's Method in their classrooms as demonstrated by student performance on Vendor's pre- and post-tests.

**COMPENSATION:**

Vendor shall be paid as set forth in the agreement. Estimated annual costs for the twelve (12) month term shall not exceed \$235,200.

**REIMBURSABLE EXPENSES:**

Vender shall be reimbursed as detailed in the agreement.

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the Chief Education Officer or designee to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:**

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts, (M/WBE Program), this contract is exempt as this agreement is for a Not-for-Profit organization.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115, Magnet, Gifted and IB Programs, Unit 10845

\$235,200 FY20

Not to exceed \$235,200 for the twelve (12) month term.

Future year funding is contingent upon budget appropriation and approval.

**CFDA#:**

Not Applicable

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations..

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

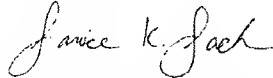
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



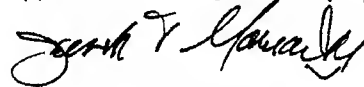
JONATHAN MAPLES  
Chief Procurement Officer

Approved:



JANICE K. JACKSON  
Chief Executive Officer

Approved as to Legal Form:



JOSEPH T. MORIARTY  
General Counsel